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OTR

OFFICE OF TRAINING REGULATION NO. 20-9

6 December 1956

SUBJECT: Rotation Procedures - OTR Personnel

RECISSION: OTR Regulation 20-9 dated 19 April 1955

1. GENERAL

This regulation establishes policies and outlines the procedures to be followed within the Office of Training to accomplish the systematic exchange of personnel on a rotational basis between the Office of Training and other components of the Agency.

2. POLICY

a. A primary objective of OTR is continually to improve the quality of training. The assignment of qualified operationally experienced personnel to OTR is an essential step in accomplishing this objective.

b. The assignment of OTR career designees, where appropriate, to selected positions in other components of the Agency, particularly in the Clandestine Services, will provide opportunity for individuals to gain valuable Headquarters and field experience, thus enhancing their effectiveness upon their return to OTR.

c. The tour of duty in OTR and other components will conform to the normal tour of duty of the components.

d. The Director of Training will approve all rotations.

3. PROCEDURES

a. Each School and Staff Chief will prepare a list identifying those positions under his direction which require personnel with specific Agency experience (e.g. FI Case Officer experience).

b. Each School and Staff Chief will establish a priority rotation list of employees under his direction based on length of service in OTR and other considerations (e.g. age, etc).

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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c. The lists as described in 3 (a) and (b) will be submitted to the PO/TR who will coordinate with the OTR Career Service Board for final approval.

d. After approval of the priority rotation lists by the OTR Career Service Board, the PO/TR will provide copies to the School or Staff Chief concerned and will advise the appropriate Career Service Panel or Board of the OTR persons who would normally rotate to their area. The initial rotation schedule will be completed by approximately 1 January 1956 and will be revised quarterly thereafter.

e. Six months prior to the projected rotation date of an individual, the PO/TR will contact the appropriate School or Staff Chief and will submit two reports to the appropriate Career Service Panel or Board: One report will describe an individual's qualifications and most recent duties, and the other will be a vacancy report denoting the job requirements for a replacement. In the event the projected rotation date cannot be honored, reasons therefor will be submitted to the OTR Career Service Board. If the reasons given are considered to be valid by the OTR Career Service Board, processing will commence on the next listed individual.

f. All rotations are subject to the procurement of suitable replacements unless approved otherwise by the OTR Career Service Board.

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MATTHEW BAIRD
Director of Training

Distribution:

All OTR Personnel

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